



Australian Government  
Department of Immigration and Citizenship

**Visiting Academic Visa**  
**(Subclass 419)**

**Nomination Document Checklist**

This checklist is designed to assist you in submitting a complete nomination application which will help to minimise processing times. Please ensure the documents you submit cover your particular circumstances.

It is the responsibility of the nominator to provide a complete application. The department is not required to request additional information and may make a decision based only on the information provided with the application.

**Please attach this checklist to the front of your application.**

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|---|---|
| <b>Forms, fees and charges</b>  | ✓ |
| <a href="#">Form 1378</a> <i>Nomination for a temporary residence position</i><br>All relevant sections of the nomination form must be completed.   |   |
| Full payment of the nomination fee.<br><b>See:</b> <a href="#">Specialist Entry Visa Charges</a>  |   |
| <b>Sponsorship approval status</b>  | ✓ |
| Provide evidence that the sponsorship application has been lodged and/or approved.<br><b>Example:</b> Sponsorship application ID number or sponsor approval letter.   |   |
| <b>Details of nominated position</b>  | ✓ |
| Job title and position.   |   |
| Letter of invitation from the office of the Registrar (or equivalent administrative office) of the relevant institution or research organisation for the purpose of observing or participating in an Australian research project at the institution in collaboration with other academics employed by the sponsoring institution. The letter should indicate the following: <ul style="list-style-type: none"><li>• proposed period of stay</li><li>• duty statement and responsibilities</li><li>• proposed allowance, if any, from the inviting institution</li></ul> |   |

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|--|---|
| <b>Details of nominated position (continued)</b>   | ✓ |
| <p>Statement from the applicant's home institution acknowledging the invitation and confirming leave arrangements from the applicant's usual academic appointment, or evidence that the applicant was formally employed as an academic at a tertiary or research institution.</p> <p>Evidence that the academic has a significant record of achievement in his or her field (should include the nominee's current curriculum vitae and a list of published publications).</p> <p>Statement of essential skills and qualification required for the position</p> <p>Weekly hours of employment or activity</p> |   |
| <b>Details of the nominated person</b>   | ✓ |
| <p>Provide details about the nominated <b>primary</b> applicant, including:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• passport number</li> <li>• current address</li> <li>• contact details</li> <li>• their experience and qualifications (such as Curriculum Vitae or resume)</li> </ul>   |   |
| <p>Provide details about all <b>secondary</b> applicants, including:</p> <ul style="list-style-type: none"> <li>• names</li> <li>• dates of birth</li> <li>• relationship to the primary applicant</li> <li>• passport numbers</li> <li>• current addresses</li> <li>• contact details</li> </ul>  |   |